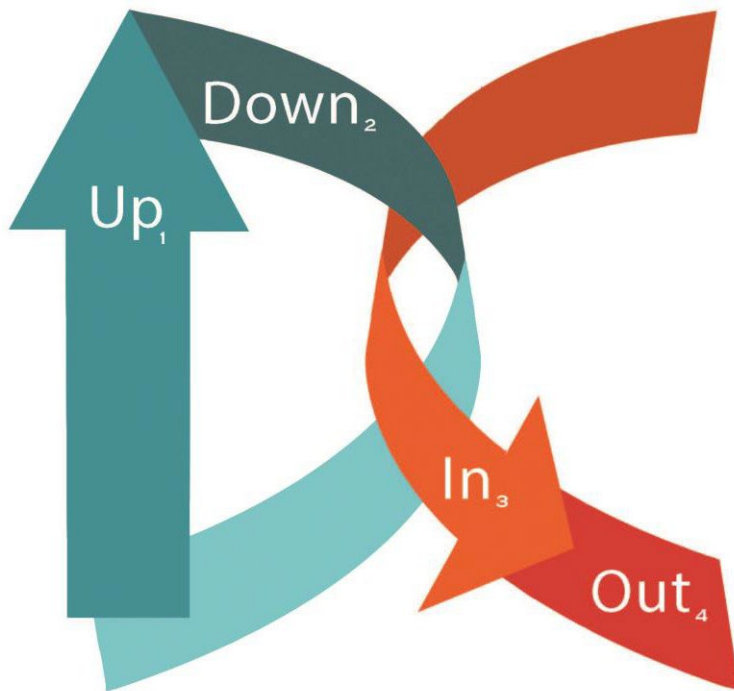
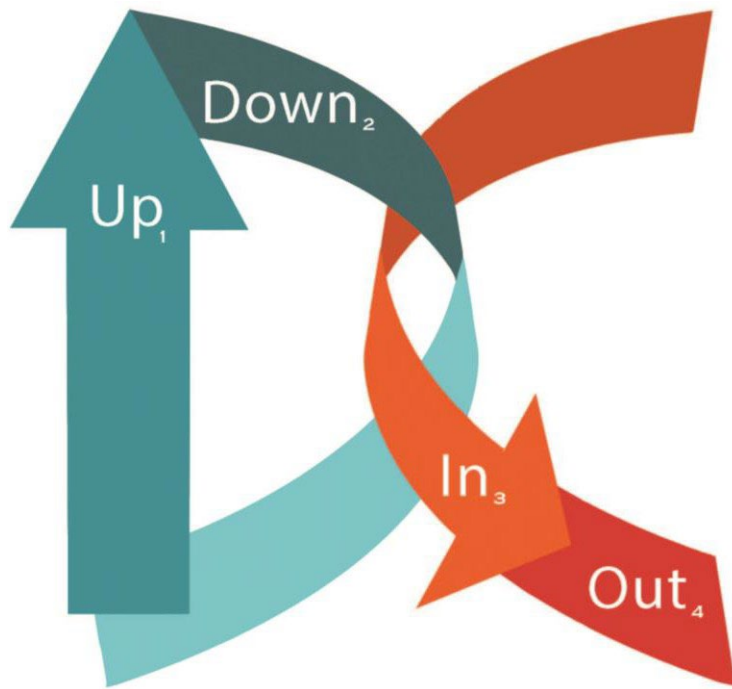


Texas ELMS



Passwords and TX-UNPS

Table of Contents



This unit includes instructions on:

- Warning about security risks and DCDV passwords
- What to do when locked out while changing passwords
- Managing your passwords in the three main browsers

Security Risks and Passwords

Warning!

Do Not Store DCDV or TX-UNPS Passwords

- **Do not** allow your browser to store passwords used to gain access to the DCDV portal.
- Your browser **could be hacked**, which would allow access to the DCDV records that contain personally Identifiable Information (PII).

Here is an example of why you should not save these passwords:

A CE had saved her password for the TX-UNPS login when she forgot to logoff her computer at the end of the day. As she quickly returned a few minutes later, a coworker was using her computer without changing logins. She asked him to logoff and re-log in for security purposes. She realized her saved passwords could have caused a security breach and deleted them immediately.

Remember:

It is NOT a good practice to save these passwords in the browser. Saved passwords make it easy for someone to login and steal information.

Changing Passwords

Getting Locked Out After Changing Your Password

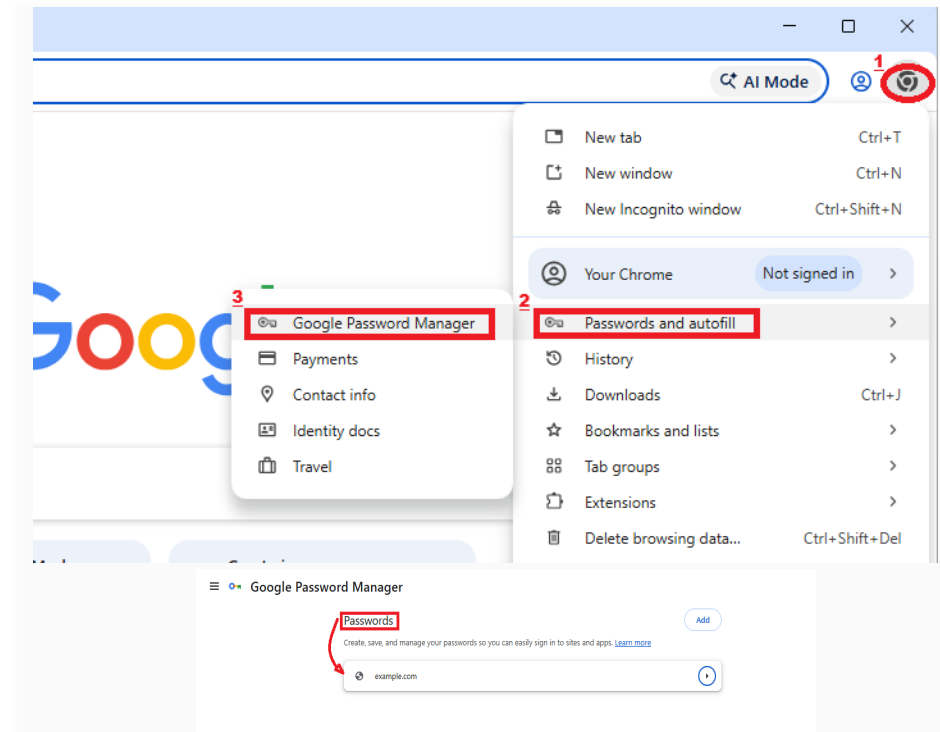
If you change your password in TX-UNPS get locked out of the Direct Certification/Verification system:

- You can use your “old” password for 24 hours if you go straight to the DCDV log-in page.
- If you do not have this page bookmarked, login to TX-UNPS, go to the DC login, bookmark the page, log out of TX-UNPS and then close your browser.
- Re-open the browser and click the DC login bookmark.
- **NOTE:** If you have made more than 5 unsuccessful login attempts, you will be locked out for 24 hours.

Managing Your Passwords

Within the Chrome Browser

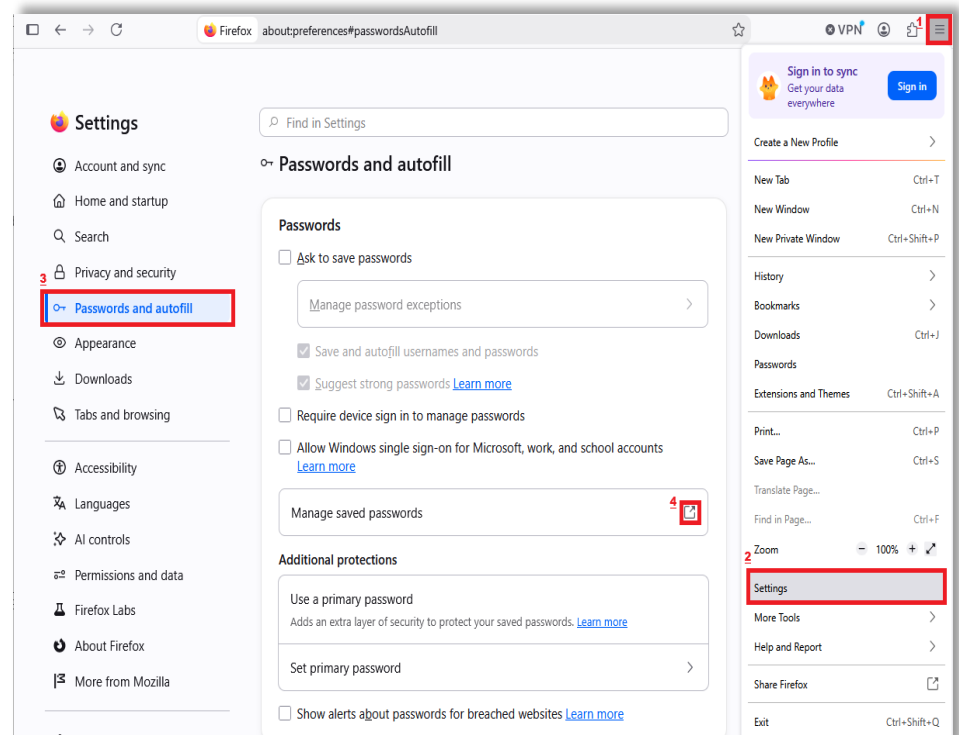
- Open your **Chrome** browser and from the top right click on the **Chrome** menu button, select **Passwords and autofill** from the dropdown.
- From the pop out menu click **Google Password Manager**.
- Once opened you will see a list of **Managed password**s.
- **Note** – it may ask for the Windows password, do not use your Chrome or Google password.



Managing Your Passwords

Within the Firefox Browser

- Open your **Firefox** browser and from the top right click on the **Firefox** menu button, select **Settings** from the dropdown.
- On the left menu items click **Passwords and autofill**.
- From the option list displayed click **Manage saved passwords** to view stored passwords.



Managing Your Passwords

Within Microsoft Edge

- Open your **Edge** browser and from the top right click on the **Edge** menu button, select **Passwords** from the dropdown.
- On the left menu items click **Passwords and autofill**.
- From the option list displayed click **Microsoft Password Manager** to view stored passwords.

